

U.S. House of Representatives  
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

LEGISLATIVE RESOURCE CENTI

18 OCT 30 AM 11:46

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Machalagh Carr
2. a. Name of accompanying relative: N/A or None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 10/17/2018 Return: 10/19/2018  
b. Dates at personal expense (if any): N/A or None ☒
4. Departure city: Washington DC Destination: Dallas/ Austin Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): ITIF
6. Describe meetings and events attended: Visited offices and labs of top technology companies in the country to hear about their emerging technology, tax and trade concerns, and regulatory barriers.
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
  - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
  - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c. ☒ page 2 of the completed Traveler Form submitted by the employee; *and*
  - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (*Signify that statement is true by checking box*): ☒  
b. If not, explain: \_\_\_\_\_

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER:  DATE: 10/25/2018

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER:  DATE: 10/24/18

SIGNATURE OF SUPERVISING MEMBER:  (14)

U.S. House of Representatives  
Committee on Ethics

## SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. ***A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

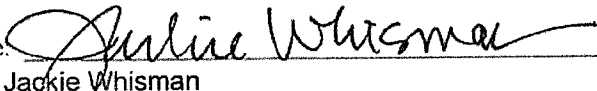
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): Information Technology and Innovation Foundation (ITIF)
2. Travel Destination(s): Dallas, TX and Austin, TX
3. Date of Departure: 10/17/2018 Date of Return: 10/19/2018
4. Name(s) of Traveler(s): Tiffany Angulo, Moira Bergin, Dustin Carmack, Machalagh Carr, Steve Coyle, Tyler Grimm  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	<b>\$680.15</b>	\$305.00	\$145.60	
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:   
Name: Jackie Whisman Title: Vice President  
Organization: Information Technology and Innovation Foundation

**I am an officer of the above-named organization (signify statement is true by checking box):** ☒

Address: 1101 K Street, NW, Suite 610  
Washington, DC 20005  
Telephone number: 202-626-5748  
Email Address: jwhisman@itif.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

**U.S. House of Representatives  
Committee on Ethics**

**PRIMARY TRIP SPONSOR FORM**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): \_\_\_\_\_  
Information Technology and Innovation Foundation (ITIF) \_\_\_\_\_
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒ \_\_\_\_\_
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_  
\_\_\_\_\_
4. Provide names and titles of ALL House Members and employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):  
See Attachment 1  
\_\_\_\_\_  
\_\_\_\_\_
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: 10/17/2018 Date of return: 10/19/2018
7. a. City of departure: Washington, DC  
b. Destination(s): Dallas, TX and Austin, TX  
c. City of return: Washington, DC
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
  - a. I checked 8(a) or (b) above: ☒
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_  
\_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or  
b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:  
See Attachment 2

13. Answer parts a and b. Answer part c if necessary.

- a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☐ (Specify: \_\_\_\_\_)  
b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: \_\_\_\_\_)  
c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:  
N/A

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or  
b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_

\$60 per day

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_

See Attachment 3

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Westin Dallas Park City: Dallas, TX Cost per night: \$159

Reason(s) for selecting: Proximity to airport, availability, closest to GSA per diem rate

Hotel name: Holiday Inn Express Suites City: Austin, TX Cost per night: \$146

Reason(s) for selecting: Ability to match per diem rate, availability

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$700	\$416	\$160
For each accompanying relative	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying relative	N/A	N/A

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or  
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:

Name:

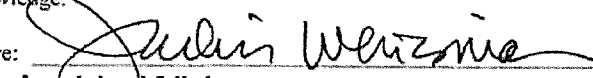
Title:

Organization:

Address:

Telephone number:

Email address:



Jackie Whisman

Vice President

Information Technology and Innovation Foundation

1101 K Street NW, Suite 610, Washington DC 20005

(202) 626-5748

jwhisman@itif.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM – HOUSE ATTACHMENTS

ITIF Education Series Staff Trip to Dallas and Austin, TX – October 17 – October 19, 2018

### ATTACHMENT 1 – Question 4:

We invited staff on committees with jurisdiction over telecom, information technology and tax, and staff from the offices of Members who have demonstrated an interest in those issues.

First Name	Last Name	Title	Office/Committee
Austin	Agrella	Legislative Director	Rep. Will Hurd
Nabeel	Alam	Legislative Aide	Senator Tim Kaine
Tiffany	Angulo	Legislative Assistant	Rep. David Schweikert
Earsdale	Ash	Legislative Aide	Rep. Yvette Clarke
Jen	Barblan	Chief Counsel	House Energy and Commerce
Moira	Bergin	Subcomm Director/Counsel	House Homeland Security Comm
Brad	Bowman	National Security Advisor	Senate Foreign Relations Comm
Dustin	Carmack	Chief of Staff	Rep. John Ratcliffe
Machalagh	Carr	General Counsel	Ways and Means
Mark	Cevasco	Chief of Staff	Rep. Ted Lieu
Molly	Conway	Deputy Chief of Staff	Department of Labor
Steven	Coyle	Legislative Assistant	Rep. Kathleen M. Rice
Ryan	Dattilo	Counsel	Senate Judiciary Committee
James	Decker	Chief of Staff	Rep. Michael Burgess
Mary	Doocy	Legislative Counsel	Rep. Mark Meadows
Kristina	Dunklin	Legislative Director	Rep. Susan Brooks
Ben	Elleson	Legislative Director	Rep. Billy Long
Cachaviou s	English	Chief of Staff	Rep. Terri Sewell
Ryan	Ethington	Legislative Director	Rep. Pete Sessions
Mike	Flynn	Senior Professional Staff/ Counsel	House Homeland Security Comm Congressional LGBT Equality Caucus
Roddy	Flynn	Executive Director	
Melissa	Froelich	Chief Counsel	House Energy and Commerce
Lisa	Goldman	Counsel	House Energy and Commerce
Tyler	Grimm	Deputy Chief of Staff	Rep. Darrell Issa
JD	Grom	Executive Director	New Dems
Eric	Gustafson	Legislative Director	Rep. Bill Flores
Jessica	Hagens- Jordan	Legislative Assistant	Rep. Jim Himes
Erynn	Hook	Legislative Director	Rep. Chris Collins
James	Johnson	Legislative Assistant	Rep. Frank Pallone

Albert	Kammiller	Professional Staff	House Homeland Security Committee
Rachel	Levitan	Deputy Communications Director/Staff Associate	House Foreign Affairs Comm.
Sam	Love	Legislative Assistant	Senator Cory Gardner
Jeff	Lowenstein	Chief of Staff	Rep. Adam Schiff
Helena	Mastrogianis	Legislative Director	Rep. Brendan Molan
Mac	McKinney	Energy Policy Advisor	Rep. Tim Walburg
Sean	McLean	Legislative Assistant	Senator Ted Cruz
Patrick	Megahan	Professional Staff Member	House Foreign Affairs Comm.
Jonas	Miller	Chief of Staff	Rep. John Carter
Dylan	Moore	Legislative Assistant	Rep. Larry Bucshon
Sam	Mulopulos	Legislative Assistant	Senator Rob. Portman
Colleen	Nguyen	Legislative Director	Rep. Kathleen Rice
Jeff	O'Neill	Legislative Director	Rep. Ed Perlmutter
Levi	Patterson	Legislative Assistant	Rep. Ben Ray Lujan
Scott	Peterson	Deputy Chief of Staff	Rep. Jim Costa
Elliot	Phaup	Policy Advisor	Rep. Dutch Ruppersberger
Cameron	Poursoltan	Legislative Assistant	Chairman Michael McCaul
Ritika	Robertson	Chief of Staff	Rep. Ken Buck
Bill	Rockwood	Legislative Assistant	Rep. Darren Michael Soto
Tony	Samp	Senior Policy Advisor	Senator Martin Heinrich
Patrick	Satalin	Deputy Chief of Staff	Rep. Peter Welch
Scott	Shewcraft	Legislative Director	Rep. Bill Foster
David	Smentek	Legislative Director	House Republican Conference
Madison	Smith	Legislative Assistant	Senator John Cornyn
Alicia	Smith	Professional Staff Member	House Homeland Security Comm
Josh	Snead	Trade Counsel	Ways and Means
Lauren	Soltani	Legislative Director	Rep. Suzan DelBene
Charlyn	Stanberry	Legislative Director	Rep. Yvette Clark
Kip	Talley	Chief of Staff	Rep. Matt Gaetz
Ben	Thomas	Legislative Director	Rep. Joquin Castro
Ben	Traynham	Counsel	House Science, Space, Tech Comm
Justin	Vogt	Legislative Director	Rep. Norma Torres
Tanner	Warbinton	Senior Legislative Assistant	Rep. Billy Long
Mark	Williams	Chief of Staff	Rep. Mike Conaway
Brian	Winseck	Legislative Director	Senator Coons
Dan	Zawitoski	Chief of Staff	Rep. Scott Peters





## ITIF Education Series Staff Trip to Dallas and Austin, TX

Wednesday, October 17 – Friday, October 19, 2018

### Wednesday, October 17, 2018

6:05 AM Eastern **Southwest Flight #2394 Departs Washington, DC (DCA)**

8:15 AM Central **Southwest Flight #2394 Arrives Dallas, TX (DAL)**

9:30 – 11:30 AM **Texas Instruments Richardson Fab** (300 Renner Road, Richardson, TX)

*Texas Instruments executives and engineers will provide a tour of TI's state-of-the-art 300mm wafer fab in Richardson Texas. This impressive facility was the world's first Leed Gold certified wafer fab and utilizes high-tech robots for the transportation of wafers from station to station. Additionally, product demos will also be presented, which feature TI technology inside including an "ebike," advanced automotive headlights and a High school student-built competitive robot which was inspired by TI's STEM outreach program. Staffers will also learn about TI the company and how our business is impacted by our major policy priorities, including tax, trade and workforce issues.*

12:00 – 2:00 PM **Toyota USA + Lunch** (6565 Headquarters Drive, Plano, TX)

*Staffers will visit with Toyota executives, engineers, and other business representatives to discuss a variety of technologies and services, including autonomous vehicles, connected vehicle services, and robotics. The visit will include technology demonstrations related to robotics and connected vehicle services.*

*(Lunch paid for by ITIF)*

2:30 – 4:00 PM **Samsung** (Richardson, TX)

*Staffers will visit Samsung Electronics America Inc.'s in Richardson, TX, office, where they will hear from the Samsung executives about how Samsung is a leader in 5G chips, handsets, and network equipment, the Internet of Things, including connected homes and cars, and Samsung's vision for tomorrow. North Texas is home to Samsung Electronics America's second biggest employee population in the U.S. across multiple divisions – Customer Care, Mobile, Mobile R&D and Engineering. In all, more than 1,000 regional employees work in this area to foster greater innovation for the brand.*

5:00 – 7:00 PM **Roundtable Dinner Discussion with University of Texas Dallas Leadership**

*(Dinner Paid for by ITIF)*



**Thursday, October 18, 2018**

8:00 AM **Flight Check In**

9:15 AM **Southwest Airlines Flight #2422 Departs DAL**

10:10 AM **Southwest Airlines Flight #2422 Arrives Austin, TX (AUS)**

11:00 – 12:30 PM **Apple + Lunch**

*Staffers will visit Apple's Austin campus. On campus, they will receive briefings from Apple experts in several areas including education, privacy, and other areas where Apple is leading innovation. They will see how Apple's values drive not only how they build their products and services but will also understand how those values impact the policy positions they take.*

1:00 – 2:30 PM **Homeaway (Downtown Austin)**

*Staffers will visit with HomeAway executives and engineers, who will lead a discussion of the short-term rentals and how they fit into the sharing economy and overall travel ecosystem.*

3:00 – 4:30 PM **Adobe (11501 Domain Dr #150, Austin, TX 78758)**

*Adobe executives will discuss policies and regulations impacting innovation in the private and public sectors. Staffers will also have a chance to experience some of Adobe's latest technologies, including those related to e-commerce.*

5:00 – 7:00 PM **Amazon + Dinner**

*Discussion on leveraging the cloud to support artificial intelligence and machine learning, and other emerging technologies, featuring leaders from AWS and Austin-based start-ups.*

*(Dinner paid for by ITIF)*

**Friday, October 19, 2018**

9:00 – 10:30 AM **Dell**

*Staffers will visit Dell Technologies headquarters in Round Rock, TX, where they will hear from the Dell team about how Dell is innovating in areas like smart cities, Internet of Things, and sustainability and learn about Dell's policy vision for 2030 and the impact emerging technologies could have on the future.*

11:00 AM **Flight Check In**

12:10 PM **Southwest Airlines Flight #2305 Departs AUS**

4:15 PM Eastern **Southwest Airlines Flight #2305 Arrives DCA**

**ATTACHMENT 2 – Question 12:**

ITIF is a 501(c)(3) nonprofit organization founded in 2006 whose mission is to formulate and promote public policies to advance technological innovation and productivity. Recognizing the vital role of technology in ensuring American prosperity, ITIF focuses on innovation, productivity and digital economy issues. Our interest in the trip is to help staff better understand how new technologies and technology applications are developing and what the trends are likely to be in the future, so that they can better understand and respond to the technological challenges facing our nation.

ITIF is co-chaired by former members of Congress Vic Fazio and Phil English and governed by a board of distinguished IT and innovation policy leaders and experts. Senators Chris Coons and Orrin Hatch are the Foundation's Honorary Senate Co-Chairs, and Congresswoman Anna Eshoo and Congressman Darrell Issa are the Foundation's Honorary House Co-Chairs.

This trip is part of the "ITIF Education Series" – a set of regular trips with Members of Congress and/or senior House and Senate staff to high-tech and innovation hubs around the country to hear from company leaders about new developments and issues, and to participate in educational forums on IT and innovation policy issues.

ITIF is the sole sponsor and is organizing and executing all aspects of this trip.

**ATTACHMENT 3 – Question 15b2:**

ITIF has selected Dallas and Austin, Texas for this trip because both cities play an important role in innovation and technology in the United States. This trip will give staff the opportunity to see actual technology demonstrations and presentations by top technology leaders in the region.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).*

**YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Machalagh Carr

**NOTE: Willful or knowing misrepresentations on this form  
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of signatory (if other than traveler): \_\_\_\_\_

For staff, name of employing Member or committee: Ways and Means

Office address: 1102 Longworth House Office Building

Telephone number: 202-225-0054

Email address of contact person: [machalagh.carr@mail.house.gov](mailto:machalagh.carr@mail.house.gov)

- ☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

**NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.**

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (fax)  
Travel email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov)

**U.S. House of Representatives  
Committee on Ethics**

**TRAVELER FORM**

Traveler: Machalagh Carr

Sponsor(s) (who will be paying for the trip): Information Technology and Innovation Foundation (ITIF)

3. Travel destination(s): Dallas Texas and Austin Texas
4. a. Date of departure October 17, 2018 Date of return: October 19, 2018  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
As General Counsel for the Committee, I am expected to know a variety of issues within the Committee's jurisdiction. This trip will provide additional learning opportunities in this jurisdiction.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

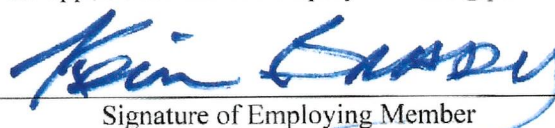
10. **FOR STAFF TRAVELERS:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

**ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 9/17/2018

  
Signature of Employing Member



Susan W. Brooks, Indiana  
*Chairwoman*  
Theodore E. Deutch, Florida  
*Ranking Member*

Kenny Marchant, Texas  
Leonard Lance, New Jersey  
Mimi Walters, California  
John Ratcliffe, Texas

Yvette D. Clarke, New York  
Jared Polis, Colorado  
Anthony Brown, Maryland  
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

## **U.S. House of Representatives**

### **COMMITTEE ON ETHICS**

Thomas A. Rust  
*Staff Director and Chief Counsel*

Donna Herbert  
*Director of Administration*

Megan Savage  
*Chief of Staff and Counsel to  
the Chairwoman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

October 16, 2018

Ms. Machalagh Carr  
Committee on Ways and Means  
1102 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Carr:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Dallas and Austin, Texas, scheduled for October 17 to 19, 2018, sponsored by Information Technology and Innovation Foundation (ITIF).

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Susan W. Brooks  
Chairwoman

Theodore E. Deutch  
Ranking Member

SWB/TED:adw